



## Trial Unit Assistant Paralegal, Federal Defender Program, Inc. (Atlanta, Georgia) – 2026

The Atlanta Federal Defender Program is seeking qualified applicants to join our multi-disciplinary team representing indigent persons accused of federal criminal offenses in the Northern District of Georgia.

① Information for Applicants

### About Us

The Federal Defender Program, Inc. (FDP) is a private, nonprofit law firm devoted to uplifting our clients and their causes through excellence in federal criminal defense. Guided by compassion and dedication, we provide exceptional, client-centered representation through a multidisciplinary, team-based approach. Our teams—attorneys, investigators, mitigation specialists, paralegals, social workers, and administrative professionals—work collaboratively to pursue the best possible outcomes for every client.

Our clients are indigent persons charged with federal criminal offenses in the Northern District of Georgia. FDP represents approximately 85% of these individuals, with the remaining clients served by members of the Criminal Justice Act (CJA) Panel. The Northern District of Georgia encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions with separate courthouses serving each. By far, the majority of Northern District of Georgia prosecutions take place in the Atlanta Division where our office is also located.

The most common cases we handle involve drug offenses, firearms offenses, fraud and financial crimes, and immigration offenses, though our work spans the full range of federal criminal litigation—from investigation through trial, sentencing, appeal, and post-conviction proceedings. Our representation also includes some capital defense work in the Trial Unit and post-conviction capital work in the Capital Habeas Unit.

FDP is a nonprofit Georgia corporation fully funded by the Administrative Office of the United States Courts. We are not a government agency, and our employees are not government employees.



### Our Commitment to an Inclusive Workplace

We believe that valuing and respecting all people—and honoring each other's lived experiences—strengthens our ability to represent clients from every background. We know that excellent legal representation is supported by a diverse, collaborative, and inclusive workforce. FDP is committed to fostering a culture of acceptance and belonging that encourages creativity, productivity, and mutual respect. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

## **About the Role**

Paralegals provide in-depth case analysis and litigation support at every stage of federal criminal proceedings. They are essential members of the case team, working closely with attorneys, investigators, and mitigation specialists to ensure that cases are thoroughly prepared for hearings, pleas, sentencing, and trial.

A successful candidate demonstrates personal and professional integrity, exceptional organizational skills, technological proficiency, and a genuine commitment to representing indigent persons accused of federal crimes.

## **Duties and Responsibilities**

Assistant Paralegals perform a wide range of litigation support and case management functions, including:

- Assisting with case preparation and providing analytical and organizational support at all stages of litigation;
- Assisting attorneys in client meetings and helping summarize and review discovery when needed;
- Organizing, indexing, reviewing, and summarizing complex discovery materials, including electronic documents, records, and physical evidence;
- Working with the trial team to determine the most effective methods and technology for reviewing, analyzing, and organizing voluminous discovery and electronically stored information (ESI);
- Coordinating with attorneys to develop case workflows and ensuring that selected litigation support tools are effectively implemented and understood by the team;
- Preparing demonstrative evidence and exhibits for pleadings, hearings, and trial;
- Providing in-court litigation support, including managing exhibits, organizing witness materials, and utilizing presentation software such as PowerPoint and Trial Director.

## **Work Style**

The ideal candidate is proactive, detail-oriented, and able to manage multiple responsibilities in a fast-paced, team-oriented environment. Strong communication skills and comfort working with technology are essential.

Paralegals must be able to work both independently and collaboratively while maintaining careful attention to detail and deadlines.

## **Work Environment**

Frequent travel to court locations and detention facilities throughout the district may be required. All travel expenses are reimbursed.

This role requires the lifting, filing, and moving of physical and electronic files and supplies, as well as extended periods of driving and occasional air travel.

## Qualifications

To qualify for this position, candidates must hold a bachelor's degree from an accredited college or university and demonstrate proficiency with Adobe Acrobat and Microsoft 365, including Word, Excel, PowerPoint, and Teams. Applicants should possess strong technological skills and a willingness to quickly learn and adapt to new software and tools. A solid understanding of legal terminology, federal court procedures, and applicable rules is essential.

Candidates must exhibit excellent oral and written communication skills, along with the interpersonal ability to work effectively under tight deadlines. The ideal candidate is reliable, ambitious, and highly organized, capable of working both independently and collaboratively in a fast-paced environment. Meticulous attention to detail is critical for success in this role.

## Salary and Benefits

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The salary for this position is set under the Judicial Salary Plan (JSP) and may fall within a range from JSP Grade 5 (\$43,078) to JSP Grade 9 (\$84,857) depending on qualifications and experience.

The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401(k) plan.

## How to Apply

Interested applicants must apply by answering the questions on the next page and uploading a cover letter describing their interest in the position, a resume or CV, and contact information for two references.

We are interested in applicants' talent, intelligence, dedication, and commitment to ensuring that all people are treated fairly and respectfully, regardless of the allegation or circumstance.

Rolling interviews will be conducted, and this position will remain open until filled. Applicants are encouraged to apply as soon as possible.

All applications will be treated confidentially.

**Preference will be given to candidates who apply by February 28, 2026.**

## Important Notices

- **Equal Opportunity Employer:** FDP is an Equal Opportunity Employer. We hire without regard to race, color, creed, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, marital or parental status, or any other protected characteristic.
- **Non-Tolerance for Discrimination and Harassment:** FDP does not tolerate discrimination or harassment in any personnel decisions or workplace interactions.
- **Nonprofit Employees:** Employees of the Federal Defender Program are not federal employees. The Federal Defender Program, Inc. is a nonprofit corporation funded by the Judiciary.
- **Drug-Free Workplace:** FDP is a drug-free workplace.
- **Funding Contingency:** This position is contingent upon the availability of federal funding.

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